



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



KIMBERLY G. BOSWELL
COMMISSIONER

EMPLOYMENT OPPORTUNITY

JOB TITLE: Community Services Specialist II **NUMBER:** 21-62
JOB CODE: T2000 **DATE:** December 17, 2021
SALARY RANGE: 69 (\$34,600.80 - \$52,428.00) **PCQ#:** 8820439
JOB LOCATION: Department of Mental Health
Region I Community Services
401 Lee Street North East, Suite 150
Decatur, Alabama 35601

MINIMUM QUALIFICATIONS:

- Master's degree in Social Work, Psychology, or a human services field.
- OR**
- Bachelor's degree in Social Work, Psychology, or a human services field.
 - 24 months or more experience working specifically with persons with intellectual and/or developmental disabilities.
- OR**
- Bachelor's degree in Social Work, Psychology, or a human services field.
 - 48 months or more experience in a human services field.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

NECESSARY SPECIAL REQUIREMENTS:

- Must have a valid driver's license to operate a vehicle in the State of Alabama.

KIND OF WORK:

- Conducts investigations on serious incidents according to IPMS Guidelines.
- Monitors residential, day programs, and hourly services to assure compliance with ADMH guidelines, Home & Community Based Setting Rule, and all applicable standards.
- Provides training, consultation, and technical assistance to Regional service providers and case management agencies.
- Reviews monitoring reports to ensure service provider follow-up to corrective actions as needed.
- Serves as Regional Community Services liaison between families, mental health service providers, school systems, and other agencies in support of provision of appropriate services.
- Contributes to the assurance that the needs of the individuals served are adequately met.
- Composes documents, reports, and correspondence related to provision of services to supported individuals.
- Promotes the department's mission, initiatives, and Community Services Director directives by exhibiting leadership qualities that create an environment of professionalism, creditability, trust,

transparency, and support internally among all departmental staff and externally among all stakeholders.

- Serves as Region I Community Services staff on-call on a rotating basis in order to address questions or concerns that might arise during non-office hours.
- Ensures that reports and documentation meet ADMH standards.
- Attends person-centered planning meetings and special team meetings as needed.
- Completes special assignments related to the operation of Regional Community Services.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of community service agencies in relation to persons with intellectual disabilities.
- Knowledge of clinical dynamics of persons with I/DD.
- Skilled in the use of Microsoft Office software programs.
- Ability to conduct investigations.
- Ability to plan, organize, and implement work in an independent manner.
- Ability to interpret and explain funding requirements and standards compliance to providers.
- Ability to provide guidance and support to clients, families, and community providers.
- Ability to effectively intervene in crisis situations.
- Ability to establish and maintain positive relationships with individuals, families, agency representatives, and the general public.
- Ability to work flexible hours, including before and after the established work hours.
- Ability to serve on-call on a rotating schedule for nights, weekends, and holidays.
- Ability to provide training and technical assistance to service providers.
- Ability to communicate effectively both verbally and in writing.

METHOD OF SELECTION: Applicants will be rated based on an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

DEADLINE: **December 31, 2021**

EQUAL OPPORTUNITY EMPLOYER

Click Here to Apply:
<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>